

**EMBASSY OF THE UNITED STATES OF AMERICA
ULAANBAATAR, MONGOLIA**

VACANCY ANNOUNCEMENT - 31/2012

OPEN TO: All Interested Candidates

POSITION: Office of Defense Cooperation/Defense Attaché Office Assistant
(FSN-7/FSN-6)

OPENING DATE: August 10, 2012

CLOSING DATE: August 24, 2012

WORK HOURS: Full-time; 40 hours/week

The U.S. Embassy in Ulaanbaatar is seeking an individual for the position of Office of Defense Cooperation Assistant.

BASIC FUNCTION OF POSITION

Serves as the US Embassy Assistant to the Office of Defense Cooperation (ODC). Coordinates Mongolia's participation in both in- and out-of-country Global Peace Operations Initiative (GPOI) training events. Coordinates military air (MILAIR) flights into and out of Mongolia. Coordinates social programs in support of senior-level visits to the ODC. Manages the embassy's end-use monitoring (EUM) program. Additionally, supports the ODC Chief and ODC Manager as required; assists as needed with Security Assistance and US Pacific Command (PACOM) cooperation and engagement programs. Assists ODC colleagues with detailed administrative and logistical planning, preparation and execution of US-Mongolian multilateral and bilateral military exercises, military subject matter expert exchanges, medical exchanges, officer and soldier professional development programs, senior-level visits, seminars, and conferences. Provides written and verbal English translation support as needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

FSN-7

1. *Education:* The position requires a university degree in the area of accounting, finance, International Relation or similar fields.

2. *Prior Work Experience:* The position requires two to three years of experience in administration/government services.
3. *Language Proficiency:* Level III English (good working knowledge) and Level V (professional) Mongolian are required.
4. *Knowledge:* Comprehensive knowledge of professional accounting concepts and processes. Good knowledge of Mongolia's governmental structure, with emphasis on the Defense organizations. Some knowledge of U.S.-Mongolia Military relations.
5. *Skills and Abilities:* Skill in use of Windows applications to perform administrative and database applications related to the job. Ability to perform basic English-Mongolian interpretation and translation both verbal and written. Ability and willingness to travel abroad and to all parts of Mongolia with less than ideal accommodations.

FSN-6

1. *Education:* The position requires University degree in the area of accounting, Finance, International Relation or similar field.
2. *Prior Work Experience:* The position requires one to two years of experience in administration/government services.
3. *Language Proficiency:* Level III English (good working knowledge) and Level V (professional) Mongolian are required.
4. *Knowledge:* Comprehensive knowledge of professional accounting concepts and processes.
5. *Skills and Abilities:* Skill in use of Windows applications to perform administrative and database applications related to the job. Ability to perform basic English-Mongolian interpretation and translation both verbal and written. Ability and willingness to travel abroad and to all parts of Mongolia with less than ideal accommodations.

ADDITIONAL CRITERIA

- Management must take into consideration anti-nepotism, conflicts of interest, budget, and residency status issues in determining qualified candidates.
- Current employees serving a probationary period are not eligible to apply.
- Current employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.

- Currently employed U.S. Citizen Eligible Family Members who hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed Non Ordinary Residents hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed work schedule.
- The candidate must be able to obtain and maintain a local background and medical check.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

TO APPLY

Interested applicants for this position **must submit the following**, or the application will NOT be considered:

1. U.S. and Mongolian Citizens must submit an [Application for Employment as a Locally Employed \(LE\) Staff or Family Member](http://mongola.usembassy.gov/emb_vacancy_announcement.html) (DS-174); The Form can be downloaded and printed from the Embassy web page: http://mongola.usembassy.gov/emb_vacancy_announcement.html
2. Any other relevant supporting documents such as essays, certificates, awards, and/or copies of degrees earned that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION VIA MAIL TO

*Ulaanbaatar-13, POB 1021
U. S. Embassy Ulaanbaatar
Human Resources Office*

ACCEPTANCE CUT OFF OF APPLICATIONS FOR THIS POSITION: 5 P.M.,
August 24, 2012.

APPLICATIONS WILL NOT BE RETURNED.

The U.S. Mission to Mongolia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.